

Bookstore Manager

Role Type: Part-time (20-25 hrs/week)

Department: Bookstore

Reports To: Executive Director

Overview

The Bookstore Manager position provides administrative and operational leadership for all aspects of the Bookstore at The Bible Chapel. The Manager will help manage the bookstore in a clear, consistent, and organized manner in support of the members, regular attenders and staff of The Bible Chapel in conjunction with the Leadership Team.

Responsibilities

- Oversees all aspects of the bookstore including ordering, inventory, restocking, seasonal resources and supplies
- Manages all aspects of accounting, finance and budgeting, including bookstore management software (ie. Lightspeed), and ensures month and year-end reports are accurate, concise and timely with the Business Office.
- Oversees all volunteers of the bookstore including recruiting, training and scheduling
- Ensures the bookstore is open and staffed for all weekend services, special events and various times throughout the week (if applicable) in coordination with the Leadership Team
- Manages all logistics of the physical set up of the bookstore including seasonal design, theming, marketing, and decoration
- Works with the Leadership Team for approval of resources, studies, books, apparel and gifts
- Oversees and manages appropriate resources for future sermon series, discipleship studies, Living Grounded, Small Groups, Marriage, Men's, Women's and Student Ministries
- Regular attendance at TBC church services, meetings, staff functions, and events as required
- Other Responsibilities: As assigned by Supervisor

Spiritual Gifts

Management, Administration, Leadership, Teamwork

Skills

The ideal candidate would be a mature believer in Jesus Christ and ideally possess 2+ years of retail store experience and have knowledge of basic financial and accounting management. They must possess excellent written and verbal communication skills. They are a team builder, organized, and process oriented.

**This Job Description is subject to change at management's discretion*